



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TEACHER ASSISTANT II	25	E	5.167
TEACHER ASSISTANT I	23	E	5.166

SERIES CONCEPT

Assist students to accomplish educational objectives by providing instructional assistance on a one-to-one basis or in a classroom or lab setting. This includes interacting with students to answer questions, clarify assignments, practice skills, and demonstrate the use of equipment or instructional aids; observing students in order to evaluate students' comprehension of the material; and discussing student progress with the instructor.

Assist instructor by arranging lab materials, monitoring safety procedures, maintaining equipment, and participating in constructing lab experiments and presenting classroom demonstrations.

Assist instructors in measuring level of achievement on objective assignments or tests by comparing the answers with a key that contains the correct answers and the process followed to arrive at the answer and communicating an explanation of the process to students.

Assist instructors in preparing and organizing classroom materials which includes typing and/or compiling course outlines, assignment sheets, and supplemental instructional materials; preparing student folders; establishing and maintaining files; inventorying and ordering supplies in order to ensure required materials are available and easily accessible.

Create and maintain student files by recording attendance and grades and tracking assignments which have been completed in order to establish accurate records of each student's academic progress and attendance.

May supervise student workers by providing training and work assignment and review.

CLASS CONCEPTS

TEACHER ASSISTANT II

Under general supervision, incumbents in this class perform the duties in the series concept and in addition perform duties such as obtaining supplemental texts and materials, developing or adapting instructional materials, and assessing subjective assignments and tests which requires independent judgment, a greater knowledge of the subject matter and frequent application of related theoretical knowledge to a wide variety of situations. This is the advanced journey level class in the series.

TEACHER ASSISTANT I

Incumbents in this class provide instructional assistance to students under the supervision of an instructor or department head and perform the duties described in the series concept. Incumbents apply practical knowledge of the subject matter to various situations, objectives are prescribed and standards for taking action are well established. This is the journey level class in the series.

MINIMUM QUALIFICATIONS

TEACHER ASSISTANT II

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university or vocational school with an Associate of Arts degree or the equivalent which must have included 15 semester hours in the required area of specialization or directly related to the area of specialization plus related work experience equivalent to two semesters in which applicant performed paraprofessional level teaching/training duties, to include experience providing on-the-job training, at least 15 hours a week; OR

II

Graduation from high school and 45 semester hours from an accredited college, university or vocational school which must have included 15 semester hours in the required area of specialization or directly related to the area of specialization plus related work experience equivalent to four semesters in which applicant performed paraprofessional level teaching/ training duties, to include experience providing on-the-job training, at least 15 hours a week; OR

III

An equivalent combination of education and experience that provides the applicant with the required entry level knowledge, skills and abilities.

NOTE: College transcripts must be submitted with the application.

NOTE: Applicants for positions functioning as a Teacher Assistant in an occupational/industrial area may substitute one year of full-time journey level experience in the relevant trade/occupational area for 60 semester hours of education.

SPECIAL NOTE: In order to meet the needs of the agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the class specification.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Ability to adapt forms, procedures, or methods to accommodate new or unusual circumstances.
Ability to exchange ideas, information, and opinions with instructors and jointly arrive at decisions concerning courses and students.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of subject matter for assigned instructional area.

Ability to analyze student needs and determine which instructional materials and teaching techniques will maximize students' potential. Ability to compare and evaluate students' work and make judgments when standards are not available for reference.

In addition to all other knowledge, skills and abilities required at the lower level of the series.

MINIMUM QUALIFICATIONS (cont.)

TEACHER ASSISTANT I

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent and 15 semester hours from an accredited college, university or vocational school which must have included 6 semester hours in the required area of specialization plus one year of work experience which included public contact or which is directly related to the area of specialization; OR

II

Graduation from high school or the equivalent and 30 semester hours from an accredited college, university or vocational school which must have included 6 semester hours in the required area of specialization; OR

III

An equivalent combination of education and experience that provides the applicant with the required entry level knowledge, skills and abilities.

NOTE: College transcripts must be submitted with the application.

NOTE: Applicants for positions functioning as a Teacher Assistant in an occupational/industrial area may substitute six months of full-time journey level experience in the relevant trade/occupational area for 30 semester hours of education.

SPECIAL NOTE: In order to meet the needs of the agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the class specification.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Working knowledge of subject matter for assigned instructional area. General knowledge of instructional methods and techniques. General knowledge of the resources, services, organization and function of various divisions of the agency. General knowledge of agency policies and procedures.

Ability to compare and evaluate students' work according to prescribed standards. Ability to operate a variety of equipment pertinent to the job assignment such as photocopiers, typewriters, personal computers, audio-visual equipment, lab equipment, and tools and machinery. Ability to foster a stimulating, accepting learning environment. Ability to inventory supplies, anticipate future needs, and complete order forms.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of subject matter for assigned instructional area. Working knowledge of safety regulations and procedures and the proper use of classroom/lab equipment.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to write using correct grammar, spelling and punctuation in order to develop instructional materials and correspondence. Ability to speak on a one-to-one basis or to groups using appropriate vocabulary and grammar to explain course work and procedures, and answer questions. Ability to accurately record information such as grades and attendance information. Ability to accurately file or retrieve records. Ability and patience to work with students from a variety of social, cultural, economic and educational backgrounds to explain course work; answer questions; and demonstrate the use of equipment. Ability to encourage and motivate students to complete class work and continue working towards completing their educational goals. Ability to perform under the stress of frequent interruptions. Ability to work independently with minimal direction. Ability to learn new material by taking classes and individual study in order to remain current on course material, which changes regularly. Ability to listen perceptively and convey awareness. Ability to work as a team with instructors in classes. Ability to interact diplomatically with students and co-workers in a job which requires continuous public contact.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>5.167</u>	<u>5.166</u>
ESTABLISHED:	8/3/72	3/13/90PC
REVISED:	6/29/73	7/1/91P
		7/6/90PC
REVISED:	6/7/77	
REVISED:	7/18/78-3	
REVISED:	5/20/88-3	
REVISED:	12/9/88-3	
REVISED:	3/13/90PC	
REVISED:	7/1/91P	
	7/6/90PC	